

**BY ORDER OF THE COMMANDER**  
**HEADQUARTERS, 377TH AIR BASE WING (AFMC)**  
**KIRTLAND AIR FORCE BASE,**  
**NEW MEXICO 87117-5606**

**KAFB INSTRUCTION 36-2501**

**1 DECEMBER 1999**

**Personnel**



**KAFB SENIOR AIRMAN BELOW-THE-ZONE  
PROMOTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 377 MSS/DPMPE (SSgt Pete Padilla)

Certified by: 377 MSS/DPMPE  
(MSgt Susan Baker)

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This instruction implements AF Policy Directive 36-25, *Military Promotion and Demotion*. It establishes the KAFB Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Program. It applies to all Air Force activities assigned to Kirtland Air Force Base (KAFB).

**SUMMARY OF REVISIONS**

Changes nomination format procedures, commander's nomination responsibilities, large unit instructions for turning quota over to Central Base Board, and restructured score sheet. Changes are noted with a H.

**1. Program Objective.** This program provides exceptionally well qualified airmen first class (A1C) a one-time consideration for promotion to senior airman (SrA) effective six months prior to the fully qualified point.

**2. Quotas.** Quotas are established at 15 percent of the eligibles (based on time-in-grade (TIG) and time-in-service (TIS) only). The Military Personnel Flight (MPF) determines quotas and obtains the MPF commander's approval before distribution of quotas to units. Quotas are based on numbers shown below:

2.1. Computation. Eligibles multiplied by 15 percent equals the quota. Example: 13 eligibles x 0.15 = 1.95, or 2 below-the-zone quotas. (**Note:** Percentages of 0.5 or more are rounded up.)

2.2. Distribution.

<u>Eligibles</u>	<u>Quota</u>	<u>Eligibles</u>	<u>Quota</u>
7-9	1	30-36	5
10-16	2	37-43	6

17-23	3	44-49	7
24-29	4	50-56	8

Large units (seven or more eligibles) receive quotas and promote at the unit level using the guidelines set forth in this instruction. Small units (six or less eligibles) are combined into one pool of eligibles to form the 377th Air Base Wing (377 ABW) Central Base Board (CBB) population. Both large and small units will nominate eligibles to the appropriate board using the guidelines set forth in this instruction.

2.3. Large units may turn in their quota. Large units not wishing to use their quota may elect to turn their quota over to the CBB. Units that elect this option may not compete any of their members at the CBB.

**3. Method of Nominating.** Units will consider all individuals meeting TIS and TIG requirements, even if they are temporary duty assignment (TDY), on leave or have departed permanent change of station (PCS) during or after the processing month (i.e., February, May, August, and November) for that quarter's selection. All individuals appearing on the eligibility listing must be considered, but this does not necessarily mean they must be nominated. The commander should review their personnel record, personal information file (PIF), discuss the consideration with the supervisor and chain of command, etc., before making a decision to nominate or not to nominate. Unit commanders are responsible for notifying eligibles that they were nominated or were not considered with written justification. (See **attachment 1 and 2.**)

3.1. Large units will prepare board minutes and provide them to the MPF, Career Enhancements Section, 377 MSS/DPMPE. Ranking order for alternates is accomplished based on total score. Minutes will reflect rank order of alternates. Alternates will be selected in the event a selectee is removed before the effective date. If the alternate selectees' date of rank (DOR) is past due, they will receive the original BTZ date of rank and an effective date of the unit commander approval. (See **attachment 3.**)

3.2. When nominating to the 377 ABW CBB, unit commanders will:

3.2.1. Determine which A1Cs deserve BTZ consideration and nominate accordingly. Deserving airmen usually distinguish themselves through rapid completion of upgrade training, attaining distinguished or honor graduate status at technical training, participating in unit, base, and community activities, and completing or pursuing off-duty education. Most importantly, these individuals usually perform at a level that far exceeds standards as evidenced by an effective, enthusiastic performance report. The commander and first sergeant must conduct a quality review of all airmen being considered for BTZ promotion. This ensures only those deserving of promotion are promoted (i.e., no unfavorable information file (UIF), Article 15, and not on the weight management program).

3.2.2. Underline nominee's name on the unit BTZ eligibility listing and return it to 377 MSS/DPMPE along with an AF Form 1206, **Nomination for Award**, for each nominee. (See paragraph 5.2.) Unit Commanders may submit more than one airman, but no more than the BTZ quota authorized for the CBB. For the process to be fair and equitable, after all packages are complete (enlisted performance reports (EPR), AF Forms 1206, and signed selection roster), are due to the MPF at the same time. Therefore, the Career Enhancements Section will establish a suspense for the signed BTZ listing and AF Form 1206. MPF will not accept late nomination packages and will not consider members for BTZ.

**4. EPR Requirement.** An EPR is required for all A1Cs (without a report) who are eligible for BTZ consideration. Supervisors must complete an EPR prior to unit commander consideration. An EPR notice is automatically generated from Headquarters Air Force on eligibles who require an EPR. If you do not receive an EPR shell on an eligible individual, contact 377 MSS/DPMPE to obtain one.

## **5. Nomination Format.**

5.1. Unit commanders are responsible for ensuring nomination packages meet all requirements set forth in this instruction.

5.2. Submit nomination encompassing the airman's entire career on an AF Form 1206. The AF Form 1206 must not contain information already covered in the EPR and will consist of a maximum of 25 lines excluding headers. Use descriptive bullet statements to reflect exactly what the nominee has accomplished. Nominations must include all the following categories (no writing allowed on the heading line):

**5.2.1. Leadership and Job Performance in Primary Duty .** The member's leadership and job performance in primary duty, including the development of new techniques, should contribute significantly to increased mission effectiveness.

**5.2.2. Leadership Qualities** (social, cultural, and religious activities). The member should contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status.

**5.2.3. Significant Self-Improvement .** The member should show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on.

**5.2.4. Other Accomplishments .** Describe the nature and results of the member's other accomplishments that set him or her apart from others within the organization.

**5.2.5. Articulate and Positive Representative of the Air Force .** Describe how the member demonstrated ability as an articulate and positive enlisted member of the Air Force.

**6. Selection Board.** The 377 ABW/CCC will select members for the CBB. Four members will compose the board: one chief master sergeant and three senior master sergeants or master sergeants. The chief master sergeant will chair the CBB. Large units will establish their own board composition. However, at a minimum, boards will consist of senior noncommissioned officer (NCOs) and the ranking member will chair the board.

**7. Board Procedures.** The 377 ABW CBB will normally convene on the third Wednesday of the last month of the quarter (March, June, September, and December). If the regularly scheduled day falls on a non-duty day, the board will be held the next duty day or as specified by 377 ABW/CC. In the event of exercises or alerts, boards will be rescheduled as required.

7.1. The 377 MSS/DPMPE will prepare selection folders and provide them to each board member two days prior to the CBB. Selection folders will consist of all EPRs, decoration citations, BTZ record of individual personnel (RIP), and an AF Form 1206, **Nomination for Award**.

7.2. Nominees must physically appear before the board. With prior approval from 377 ABW/CCC, the promotion authority can waive nominee appearance due to TDY, PCS, etc. The board will use

Video Teleconferencing and or convene a separate record board for those members with approved waivers.

7.3. Nominees will meet their respective board on the day specified and at the time scheduled by 377 MSS/DPMPE. They must report 15 minutes before their scheduled board time.

7.4. Uniform for nominees and board members is service dress. Each board member will ask a total of three questions from any of the following categories: Air Force history, enforcing standards, customs and courtesies, standards of conduct, and current events.

7.5. The board will interview and score each nominee using the 377 ABW SrA Below-the-Zone Score Sheet (**attachment 4.**)

**NOTE:**

The board president is a non-voting member except in case of a tie. The combined scores from the three board members will determine who is selected. The highest score(s) determines the selectee(s).

7.6. Board members may recommend a person be deemed “not promotion eligible” via approval by 377 ABW/CC through the 377 ABW/CCC.

7.7. The 377 MSS/DPMPE will prepare board minutes immediately following the CBB for 377 ABW/CCC and 377 ABW/CC review and approval. Each nominee’s unit commander will be advised of the CBB results following 377 ABW/CC approval.

JOSEPH H. VIVORI, Lt Col, USAF  
Commander, 377th Mission Support Squadron

**Attachment 1**

**SAMPLE LETTER TO ELIGIBLE--NOMINEE**

DEPARTMENT OF THE AIR FORCE  
377th Air Base Wing (AFMC)

MEMORANDUM FOR INDIVIDUAL

FROM: (Unit/CC)

SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ) Notification

1. I am pleased to recommend you to meet the SrA BTZ selection board. Your accomplishments place you at the top of your peers and demonstrate potential for accelerated promotion. I will advise you of the date, time, and location of the board, and what you need to do. Thank you for your outstanding work and I wish you the best when meeting the board.

2. Please address questions to (unit first sergeant's grade, name, duty phone).

(Commander's Signature Block)

**Attachment 2****SAMPLE LETTER TO ELIGIBLE--NOT CONSIDERED**

DEPARTMENT OF THE AIR FORCE  
377th Air Base Wing (AFMC)

## MEMORANDUM FOR INDIVIDUAL

FROM: (Unit/CC)

SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ) Notification

1. I have carefully considered your performance, but am unable to nominate you to compete for SrA BTZ promotion consideration. This should not be interpreted as an indication that you are undeserving or not qualified, but a reflection of the competitive nature of the selection process. I appreciate your contributions to our mission, and I encourage you to continue to work hard.

2. Please address questions to (unit first sergeant's grade, name, duty phone).

(Commander's Signature Block)

**Attachment 3**

**SAMPLE BELOW-THE-ZONE (BTZ) RECONSIDERATION**

DEPARTMENT OF THE AIR FORCE

377th Air Base Wing (AFMC)

MEMORANDUM FOR 377 MSS/DPMPE

FROM: (Unit/CC)

SUBJECT: Below-the Zone (BTZ) Reconsideration

1. A1C (full name, social security number), was the primary alternate at the BTZ Board held on \_\_\_\_\_. A1C \_\_\_\_\_ is to be reconsidered for BTZ based on the fact that a previous selectee has been non-recommended for promotion.

2. A1C \_\_\_\_\_ DOR will be \_\_\_\_\_, effective \_\_\_\_\_.

(Commander's Signature Block)

## Attachment 4

## 377 ABW SRA BELOW-THE-ZONE (BTZ) SCORE SHEET

NOMINEE: \_\_\_\_\_

NAMEUNIT

BOARD MEMBER: \_\_\_\_\_

RANKNAME

1. Records Review--EPRs and Decorations (Max: 6 points)Score: \_\_\_\_\_

2. AF FORM 1206--Nomination (Max: 55 points)

a. Leadership and Job Performance in Primary DutyScore: \_\_\_\_\_

Max: 19 points

b. Leadership Qualities Score: \_\_\_\_\_

Max: 9 points

c. Significant Self-ImprovementScore: \_\_\_\_\_

Max: 9 points

d. Other AccomplishmentsScore: \_\_\_\_\_

Max: 9 points

e. Articulate and Positive Representative of the Air ForceScore: \_\_\_\_\_

Max: 9 points

TOTAL PACKAGE SCORE (Max: 61 points) Total Score: \_\_\_\_\_

3. Board Proceedings (Max: 30 points per board member). Score only on your subject area. (Three questions--Max: 18 points) and communicative skills, military bearing, and appearance

(7 points each area--Max: 21 points). This section can be scored in half-point increments.

a. Communicative SkillsScore: \_\_\_\_\_

Max: 7 points

b. Military BearingScore: \_\_\_\_\_



Max: 7 points

c. AppearanceScore: \_\_\_\_\_

Max: 7 points

d. Board Questions      Max: 18 points

(1) Air Force History/Enforcing Standards \_\_\_\_\_

(2) Customs and Courtesies/Standards of Conduct \_\_\_\_\_

(3) Current Events \_\_\_\_\_Score: \_\_\_\_\_

TOTAL BOARD SCORE (Max: 39 points)      Total Score: \_\_\_\_\_

4. Grand Total (Package Score plus Board Score) (Max: 100 points):\_\_\_\_\_